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ADAMS NERVINE ASYLUM.

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BY-LAWS OF THE CORPORATION

AND

RULES OF THE MANAGERS.

1895.

BOSTON :

ALFRED MUDGE & SON, PRINTERS, 24 FRANKLIN STREET.

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MEETINGS.

I. The annual meeting of the Corporation shall be held in Boston on the second Wednesday of May in each year, at such hour and place as the Board of Managers may determine. And in case for any reason the annual meeting shall not be called as above specified, it shall be called by the Board of Managers as soon after said second Wednesday as may be. Special meetings may be called by the Board of Managers, and shall be called by the Secretary upon the written request of the President or of any three members of the Corporation.

All meetings shall be called by the Secretary by a written or printed notice, sent by mail to each member of the Corporation, not less than five days before the day of meeting, and the notice of all special meetings shall state briefly the business to be brought before the meeting.

Not less than ten members shall constitute a quorum for the transaction of business at any meeting, but any smaller number shall have power to adjourn the meeting to a future time.

OFFICERS.

II. The officers of the Corporation shall consist of the Trustees, for the time being, under the will of Seth Adams, a President, a Vice-President, a Treasurer, a Secretary, a Physician, a board of twelve Managers, and three Supervisors. The said Trustees, President, Vice-President, and Treasurer shall be members of said Board of Managers, and

included in said twelve, and all said officers, except the said Trustees, shall be elected by ballot at the annual meeting of the Corporation, and shall hold office until the next annual meeting, and until others are chosen in their places, except as hereinafter provided. No person other than a member of the Corporation shall be eligible to any elective office therein. Whenever there shall be a vacancy in the Board of Trustees under the will of Seth Adams, a new Trustee shall be elected by ballot at a meeting of the Corporation to be called for that purpose.

PRESIDENT AND VICE-PRESIDENT.

III. The President, and, in case of his absence or inability, the Vice-President, shall be the chief executive officer of the Corporation. He shall preside at all meetings of the Corporation and Board of Managers. In the absence or inability of both President and Vice-President, a chairman of the meeting shall be chosen.

TREASURER.

IV. The Treasurer shall, under the direction of the Board of Managers, have charge of all the financial affairs of the Corporation. He shall receive all moneys and shall pay all bills when approved by the Board of Managers or any committee thereof duly authorized by the Board to approve the same. He shall keep accurate books of account, showing all the financial transactions of the Corporation, which shall at all times be open to the inspection of the Board of Managers or any committee thereof. He shall render to said Board semi-annually, and oftener if requested, accounts showing the financial condition of the Corporation. He shall have charge of the seal of the Corporation. He may be suspended from his office by vote of a majority of all the members of the Board of Managers, and a Treas-

urer *pro tem.* may be appointed by them. He shall receive no compensation for his services, but such allowance for his expenses as the Board of Managers may determine.

SECRETARY.

V. The Secretary shall be secretary of the Corporation and of the Board of Managers. He shall be sworn to the faithful performance of the duties of his office. He shall call and attend all meetings of the Corporation and the Board of Managers, and shall keep accurate records of all business transacted thereat. In case of the absence or inability of the Secretary, a Secretary *pro tem.* shall be chosen by the Corporation or the Board of Managers.

PHYSICIAN.

VI. The Physician shall perform such duties as may be assigned him by the Board of Managers, and shall receive such compensation as said Board may determine.

BOARD OF MANAGERS.

VII. The Board of Managers shall have the general management, superintendence, care, and control of the property, expenditures, business, and prudential concerns of the Corporation. They shall have power to appoint and remove all officers (not named in these by-laws) whom they may deem necessary to conduct the business of the Corporation, and to fix their compensation; to enter into and bind the Corporation by such contracts and engagements as they may deem advantageous; to purchase any real estate and to sell or lease the same, provided that no purchase or sale of real estate shall be made except by vote of two thirds of all the members of the Board. They may designate the officers by whom all deeds and contracts shall be executed. They may appoint such standing committees

from their number as they may deem to be advisable, and may delegate to them such powers as they think it expedient to confer upon them. They shall hold regular monthly meetings at such time and place as they may determine. Special meetings may be called at any time by the President, or, in his absence or inability, by the Vice-President, and shall be called by the Secretary when requested by three members of the Board. All vacancies in any office named by these by-laws (except vacancies in the Board of Trustees) may be filled by the Board of Managers, the persons so chosen to hold office until the next annual meeting. They shall make a written report of their proceedings to the Corporation at every annual meeting. Five members of the Board shall constitute a quorum, and no member of the Board shall receive any compensation for services rendered to the Corporation. The first meeting of every new Board of Managers shall be called by the Secretary, to be held within five days after the adjournment of the annual meeting.

SUPERVISORS.

VIII. The Supervisors shall examine into the affairs of the Corporation as often as once in three months, and shall report the result of such examination through two leading newspapers in Boston annually, and shall make such other reports to the Corporation and to the Managers as they may deem advisable, from time to time.

COMMITTEE ON ELECTIONS.

IX. There shall be a committee on elections of members of the Corporation, to consist of three persons, one a Trustee under the will of Seth Adams, one a member of the Board of Managers, and one a member of the Corporation not holding office, all of whom shall be appointed by the

Corporation at the first meeting of the Corporation, and thereafter at the annual meetings, upon the nomination of the President, to which committee shall be referred the names of all persons nominated to be made members of the Corporation, who shall report as soon as may be, and no ballot shall be had for the election of any new member until the committee shall have reported thereon. Any vacancies occurring in this committee may be filled by the Board of Managers until the next annual meeting.

ELECTION OF MEMBERS.

X. Members of the Corporation may be elected at any legal meeting of the Corporation; and such election shall be by ballot.

SEAL.

XI. There shall be a common seal of the Corporation, upon which shall be engraved the words, "Adams Nervine Asylum, 1877."

AMENDMENT OF BY-LAWS.

XII. These by-laws may be amended at any annual or special meeting of the Corporation, when notice of the proposed change has been stated in the call for the meeting. The Secretary shall, by direction of the Board of Managers, or at the written request of any three members of the Corporation, insert in the call for any meeting any proposed change in the by-laws.

RULES OF THE MANAGERS.

1. The Board of Managers shall, at their first meeting after each annual meeting of the Corporation, choose not less than five Consulting Physicians, whose duty it shall be, whenever called upon by the Managers or Resident Physician, to advise as to the treatment of patients and the management of the Asylum.

2. At said meeting the Managers shall also appoint the following standing committees, namely : —

A Visiting Committee, to consist of two Managers for each month in the year, who shall make themselves familiar with the details of the management of the Asylum, and report to the Board of Managers at their monthly meetings concerning all matters requiring the attention of the Board. Each member of the committee shall visit the Asylum at least twice in each month of service.

A Committee on Admitting Patients, to consist of two Managers, who shall, in consultation with the Resident Physician, decide upon all applications for admission to the Asylum ; fix the rates of board to be paid by patients who are not indigent, subject to the direction of the Board of Managers ; supervise all papers and bonds relating to the admission of patients ; and direct the discharge of patients who shall have recovered their health or whose discharge they shall deem to be advisable for any other reason. They shall require applicants for admission to furnish a certificate from an attending physician that the patient is suffering from disease of the nervous system, and is not insane, and that, in his opinion, the patient can be cured or materially benefited by treatment at the Asylum. They shall make an annual report of their doings to the Board of Managers at least seven days before the annual meeting of the Corporation.

A Committee on Finance, to consist of two Managers, who shall, subject to the direction of the Board of Managers, advise and direct the Treasurer as to the mode of keeping his books and accounts, the investment of money, and the management and custody of all moneys, bonds, notes, deeds, and other securities belonging to the Corporation.

A Committee on Accounts and Expenditures, to consist of three Managers, who shall, subject to the direction of the Board of Managers, have full control over all expenditures at the Asylum, excepting only such as may be specially in charge of other committees; direct the purchase of all supplies and materials, by such methods and regulations as they see fit; fix the rate of wages of all employees, not including salaries of officers appointed by the managers; and in all ways exercise a general authority over the current economies of the Asylum. They shall approve all bills, vouchers, and drafts on the Treasurer: examine the books and accounts of the Resident Physician and Matron every month, and audit all accounts submitted to the Managers.

3. The Resident Physician shall reside at the Asylum, and, under the direction of the Managers, shall have the medical charge and superintendence of the Asylum and of the patients.

He may meet other physicians in consultation, and is allowed two afternoons in each week for office practice in Boston.

He is to have the use of a house, free of rent, and the keep of a horse and carriage. No other expenses of his household are to be charged to the Asylum.

He shall collect all sums due to the Asylum for board of patients, and shall pay over the same to the Treasurer monthly. He shall take charge of money or other property placed in his care by patients, and keep a record thereof.

He shall keep, for the inspection of the Managers, a

record of the names of all patients, with their age, residence, employment, date of admission, discharge, or death, and result of treatment.

He shall report to the Committee on Admitting Patients at the end of every three months of each patient's stay in the Asylum, with a written statement concerning the case, and with his opinion as to whether the patient should be longer retained in the Asylum. These reports and all papers relating to the admission and discharge of patients are to be in such form as shall be approved by the committee.

He shall make monthly reports to the Board of Managers within seven days after the end of each month, and an annual report at least seven days before the annual meeting of the Corporation, and shall make such other reports from time to time as may be required by the Board of Managers.

No fees shall be received by the Resident Physician or his assistant from applicants for admission, or from any person for advice given at the Asylum, except in consultation with other physicians, not relating to patients in the Asylum or applicants for admission.

4. A Matron shall be appointed by the Committee on Accounts and Expenditures, and, under their direction, shall determine the number of domestic servants and employees, other than nurses, who may be required for the proper service of the Asylum, and engage, superintend, and discharge them; shall purchase the provisions, stores, fuel, furniture, and other articles necessary for the carrying on of the Asylum, and have charge thereof and be responsible for their proper and economical use. She shall also have authority to make all ordinary repairs.

She shall keep regular accounts of all moneys received and disbursed by her on behalf of the Asylum, and shall submit the same to the Managers at their monthly meetings.

All bills paid by her shall be submitted once a month to the Committee on Accounts and Expenditures for examination.

She shall see that there is no waste or carelessness in any department, and shall examine all articles purchased as to their quality, quantity, and price.

She shall make no purchases exceeding one hundred dollars in amount, or of an unusual nature, without the sanction of the Board of Managers or of the Committee on Accounts and Expenditures.

She shall make an annual report to the Board of Managers at least seven days before the annual meeting of the Corporation.

5. A Superintendent of Nurses shall be appointed by the Committee on Accounts and Expenditures, and, under their direction, shall engage, superintend, and discharge all nurses at the Asylum.

6. Friends of patients may, at the discretion of the Resident Physician, be admitted to visit them from 2 to 5 o'clock P. M., except on Sundays. But no patient can receive more than one visitor on the same day without special permission.

No visitor will be permitted to take a meal or pass a night in the Asylum, unless such permission is granted by the Resident Physician.

Former patients will be subject to the same rules as other visitors.

Packages for patients containing articles of food or drink must be approved by the Resident Physician before they are delivered.

All articles of clothing to be washed must be plainly marked with the patient's name. No fluting or extra fine washing will be undertaken in the laundry.

